

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a collaboration between [Your Organization] and [Recipient Organization].

At [Your Organization], we strive to [briefly describe your organization's mission and goals]. We believe that partnering with [Recipient Organization] would be mutually beneficial, as our combined efforts could [outline potential benefits of collaboration].

We propose to [briefly outline the specific collaboration idea, project, or initiative]. We are confident that with your expertise in [recipient's area of expertise], we can make a significant impact in [describe the intended outcome or goal].

We would love the opportunity to discuss this proposal further and explore how we can work together. Please let us know a convenient time for a meeting, or feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering this collaboration. We look forward to the possibility of working together towards our shared goals.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Website, if applicable]